

# Black Belt Workbook

Scott Bales Consulting Academy | Manufacturing-Focused Operational Excellence

## How to Use This Workbook

Complete each worksheet as part of a real or realistic Black Belt project. Every section is designed to create evidence for executive review, project governance, and Server 13 validation.

## Executive Project Charter

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## VOC and CTQ Worksheet

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## Data Collection Plan

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## Root Cause Validation

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## FMEA Worksheet

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## Financial Validation

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## Control Plan

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## Executive Storyboard

Slide 1: problem and business case. Slide 2: baseline and VOC/CTQ. Slide 3: process map. Slide 4: data and Pareto. Slide 5: root cause validation. Slide 6: improvements. Slide 7: financial impact. Slide 8: control plan. Slide 9: risks and lessons. Slide 10: sustainment dashboard.

## Server 13 Final Checklist

Before submission, verify: charter approved, project scope stable, baseline defensible, measurement logic clear, causes validated, improvements linked to causes, financial logic reviewed, controls assigned, storyboard complete, and executive summary ready.